

RELEASE OF INFORMATION

- 1. Release of Information by Permission of Chief of Police Only**
- 2. Records Accessibility**
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Sec. 1 Release of Information by Chief of Police Only.

Since the Chief of Police bears the full responsibility for the lawful and orderly operation of the Department, any and all information will only be released by the Chief of Police or his/her authorized designee. Furthermore, information relating to cases which may involve potential civil liability for the Department shall be withheld until prompt review and approval has been obtained from the Department legal counsel. If there is reason to believe a request involves information which concerns potential liability of the Department, the person making the request should be referred to the Chief of Police. It shall be the policy of the Department that absolutely no official document and/or report, handwritten documentation, or verbal information pertaining to juveniles, driving records and criminal histories shall be release by any personnel of this Department to any party without expressed permission of the Chief of Police. The only exception is a request from another law enforcement agency. This policy shall apply to information release requests whether juvenile or adult.

Sec. 2 Records Accessibility.

Generally, the Evansville Police Department will accept release of information requests between the hours of 7:00 a.m.- 3:00 p.m. (Monday-Friday). The attached "Request for Records" form should be filled out (not mandatory) by the requestor or an employee taking the request, in an effort to assist the Department in locating a record in a prompt and efficient manner.

Sec. 3 Availability of Records.

The Chief of Police is designated as the legal custodian of all departmental records. Inquiries about the availability of records may be made at police headquarters during regular office hours. When records are legally available for public inspection, copies maybe made by photocopy at the City's current rate.

Sec. 4 Associated/Applicable Fees.

- (1) **Copy Fees.** Copies of documents/transcription fees will be charged at the rate of \$0.25 per page. [See Sec. 19.35(3)(a), Wis. Stats.].
- (2) **Copies of Photographs/Tapes, Etc.** Fees for photographs, tapes, etc. will be charged. [See Sec. 19.35(3)(b), Wis. Stats.].
- (3) **Location Costs.** Fees will be charges. [See Sec. 19.35(3)(c), Wis. Stats.].
- (4) **Mailing and Shipping Fees.** Fees will be charged. [See sec. 1935.(3)(d), Wis. Stats.].
- (5) **Waiver/Reduced Rate.** Waivers or reduced rates may be authorized at the Police Chief's discretion on a case-by-case basis. [See Sec. 19.35(3)(e), Wis. Stats.].
- (6) **Prepayment.** The Department may require prepayment for any request that will result in anticipated charges of Five Dollars (45.00) or more. [See Sec. 19.35(3)(f), Wis. Stats. And *Hill v. Zimmerman*, 196 Wis. 2d 419, 538 N.W.2d 608 (Ct. App. 1995).]
- (7) **Adjustment of Fees.** All fees hereunder may be adjusted from time to time.